

**OFFICIAL**  
**CONSTITUTION AND BY-LAWS OF THE**  
**UTAH FFA ASSOCIATION**

*(REVISED November 6, 2002)*

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(REVISED October 2002)**

**ARTICLE I. Name and Purposes**

Section A. The name of this organization shall be The Utah FFA Association. The term Future Farmers of America may also be officially used to designate the organization, its units or members thereof.

Section B. The purposes and objectives of the Utah FFA Association are as follows:

1. To be an integral part of the organized instructional programs in agricultural education, which qualify for assistance under federal vocational education legislation.
2. To build the confidence of students in themselves and their work by developing desirable work habits and the effective use of their time by learning to assume responsibilities and by developing personal and occupational competencies in communications, human relations, and social abilities leading to intelligent choices of careers and successful employment in agriculture.
3. To foster programs and activities which will develop leadership, character, scholarship and occupational pride, training for useful citizenship, patriotism, thrift and the improvement in community life by encouraging members to improve the home and its surroundings and to develop and improve the community, including its economic, environmental and human resources.
4. To recognize individual achievement in scholarship and occupational experience programs and other individual achievements by providing awards to deserving members.

**ARTICLE II. Organization**

Section A. The Utah FFA Association is a chartered state unit of the National FFA Organization and is the organization of, by, and for students enrolled in agricultural education programs. It shall consist of chartered local chapters.

Section B. Chapters of the Utah FFA Association shall be chartered only in such schools where recognized systematic instruction in agricultural education is offered under the provisions of federal vocational education legislation.

Section C. Delegates from active chapters shall meet in state convention at the call of the State Executive Committee, being considered as a unit in the state organization and having representation and voting in its councils.

## Section D. Collegiate Chapters

1. Collegiate chapters may be established in two or four-year institutions where agriculture courses are taught. Membership shall be open to students enrolled in agricultural courses, or who are pursuing career objectives in the industry of agriculture. Each collegiate chapter shall be chartered by and maintained under the authority of the respective State Association.
2. All activities of the collegiate chapter members shall be based upon the needs and interests of its members.
3. Collegiate Chapter members shall pay State and National dues.

- Section E. The territory of the Utah FFA Association shall conform geographically to the areas of the Utah Vocational Agricultural Teachers' Association. The Utah Vocational Agriculture Teachers Association members in each specific area shall select an area advisor chair. The FFA president of the area organization shall be the FFA president of the area advisor chair's chapter. The area FFA president shall be authorized to call meetings for the purpose of promoting the work of the local chapters in the area.

### **ARTICLE III. Procedures for Determining Standing of Chapters**

- Section A. A local chapter shall be considered in good standing with a State Association when the following general conditions are met:
1. All annual state and national dues have been paid by the date determined by the State Association.
  2. All reports have been submitted as requested by the State Association
  3. Provisions of chapter constitution do not conflict with the State and National FFA Constitutions, By-Laws, or the Federal Charter. Activities are in harmony with the ideals and purposes of the National FFA Organization.
  4. The governing body of a State Association shall have the power to suspend the charter of any chapter which the State or National FFA Constitutions. A report on all suspensions shall be presented to area and national officials and at the next succeeding State Convention.

## **ARTICLE IV    Membership**

Section A.      Membership in this organization shall be of four kinds: Active, Alumni, Collegiate, and Honorary.

Section B.      Active Membership - To become an active member and retain membership, a student must:

1.      While in school, be enrolled in at least one agricultural education course during the school year and have a supervised agricultural experience program, the objective of which is preparation for an agricultural career.
2.      Show an interest in the affairs of the organization by attending meetings, striving for degrees of membership, and participating in other organized activities of the chapter.
3.      Pay all current state and national dues by the date determined by the chapter.
4.      Display conduct consistent with the ideals and purposes of the National FFA Organization.
5.      A member may retain active membership until November 30, following the fourth National FFA Convention after graduation from high school.

A member in good standing at the time of induction into the armed forces of the United States of America or into the FFA international program shall be in good standing during the period of active service without further payment of any dues or attendance at meetings. Time spent in the armed forces or in the FFA international program shall not be considered as elapsed time in determining the maximum period of four conventions following graduation from high school or leaving high school. Members using this waiver of service time for the purpose of maintaining active membership for application for advanced degrees of membership must resume active participation within six months after having been honorably discharged from military service or completing their FFA international program, and indicate such a desire by payment of dues and attendance at meetings. Members participating in a six month armed services program or participating in the FFA international program for six months shall be eligible for one full year of extended membership.

No individual may retain active membership beyond his or her twenty-third birthday.

Section D.      Alumni Membership shall be open to former active members, collegiate and honorary members, present and former professional agricultural educators, parents of FFA members, and others interested in and supportive of the FFA. Alumni members shall not vote, nor shall they hold any office except that of Executive Secretary/Treasurer in the State Association.

Section E.      Collegiate Membership shall be open to students who are enrolled in agricultural courses or who are pursuing career objectives in the industry of agriculture at a two or four-year post-secondary institution having a collegiate FFA chapter.

Section F.      Honorary Membership Farmers, school superintendents, principals, members of boards of education, chapter advisors, teachers, staff members in agricultural education business people, and others who are helping to advance agricultural education and the FFA, and who have rendered outstanding service, may be elected to honorary membership by a majority vote of the members present at any regular meeting or convention. Honorary membership shall be limited to the Chapter FFA Degree in the local chapter, State FFA Degree in the state association, and the American FFA Degree in the national organization.

## **ARTICLE V. Emblem**

- Section A. The official emblem of the Utah FFA Association shall be made up of five symbols, namely: The plow, representing labor and tillage of the soil, the owl, representing wisdom; the rising sun, representing progress; a cross section of an ear of corn, representing common agricultural interests, and an American Eagle surmounting the cross section of an ear of corn, representing the national scope of the organization. The emblem shall also include the letters "FFA" and the words "Agricultural Education."
- Section B. Emblems shall be uniform in all chapters and in recognized units thereof. All active alumni and honorary members shall be entitled to wear the emblem. Advisors may wear an owl pin of special design.

## **ARTICLE VI. Active Membership Degrees and Privileges**

- Section A. There shall be four degrees of active membership based on individual achievement. These are the: Greenhand FFA Degree; Chapter FFA Degree; State FFA Degree; and American FFA Degree.

All Greenhand FFA Degree recipients' are entitled to wear the Bronze Emblem Pin. All Chapter FFA Degree recipients are entitled to wear the Silver Emblem Pin. All State FFA Degree recipients are entitled to wear the Gold Emblem Charm. All American FFA Degree recipients are entitled to wear the Gold Emblem Key.

- Section B. Greenhand FFA Degree - Minimum qualifications for election:
1. Be enrolled in Agricultural Education and have satisfactory plans for a supervised agricultural experience program.
  2. Learn and explain the FFA Creed, Motto, and Salute.
  3. Describe and explain the meaning of the FFA Emblem and colors.
  4. Demonstrate knowledge of the FFA Code of Ethics and the proper use of the FFA jacket.
  5. Demonstrate knowledge of the history of the organization, the chapter constitution and bylaws, and the Chapter Program of Activities.
  6. Personally own or have access to the official FFA Manual and the FFA Student Handbook.
  7. Submit a written application for the Greenhand FFA Degree.
- Section C. Chapter FFA Degree - Minimum qualifications for election:
1. Must have received the Greenhand FFA Degree.
  2. Must have satisfactorily completed the equivalent of at least 180 hours of systematic school instruction in agricultural education at or above the ninth grade level, have in operation an approved supervised agricultural experience program, and be regularly enrolled in an agricultural education course.
  3. Participated in the planning and conducting of at least three official functions in the chapter Program of Activities.
  4. Have earned and productively invested at least \$150.00 by the member's own efforts or worked at least forty-five hours in excess of scheduled class time, or a combination thereof, and have developed plans for continued growth and improvement in a supervised agricultural experience program.
  5. Have effectively led a group discussion for 15 minutes.
  6. Have demonstrated five procedures of parliamentary law.

7. Show progress toward individual achievement in the award programs.
8. Have a satisfactory scholastic record.
9. Submit a written application for the Chapter FFA Degree.

Section D. State FFA Degree - Minimum qualifications for election:

1. Have received the Chapter FFA Degree.
2. Have been an active FFA member for at least two years (24 months) at the time of receiving the State FFA Degree.
3. While in school, have completed the equivalent of at least two years (360 hours) of systematic school instruction in agricultural education at or above the ninth grade level, which includes a supervised agricultural experience program.
4. Have earned and productively invested at least \$1000, or have earned and productively invested at least \$200 and worked at least 241 hours in excess of scheduled class time in a supervised agricultural experience program. Any combination of money productively invested and unpaid hours worked X \$3.33 must be greater than or equal to \$1,000.
5. Demonstrate leadership ability by:
  - a. Performing ten procedures of parliamentary law.
  - b. Giving a six-minute speech on a topic relating to agriculture or the FFA.
  - c. Serving as an officer, committee, or participating member of a chapter committee.
6. Have a satisfactory scholastic record, as certified by the local agricultural education instructor and the principal or superintendent.
7. Have participated in the planning and completion of chapter Program of Activities.
8. Have participated in at least five FFA activities above the chapter level.
9. Submit a written application for the State FFA Degree.

Section E. American FFA Degree - Minimum qualifications for election:

1. Have received the State FFA Degree, have been an active member for the past three years (36 months), and have a record of satisfactory participation in the activities on the chapter and state levels.
2. Have satisfactorily completed the equivalent of at least three years (540 hours) of systematic secondary school instruction in an agricultural education program, or have completed the program of agricultural education offered in the school last attended.
3. Have graduated from high school at least 12 months prior to the national convention at which the degree is to be granted.
4. Have in operation and have maintained records to substantiate an outstanding supervised agricultural experience program through which a member has exhibited comprehensive planning, managerial and financial expertise.
5. Must have earned and productively invested at least \$7,500 or have earned and productively invested at least \$1,500 and worked 2,250 hours in excess of scheduled class time. Any combination of hours X \$3.33 plus dollars must be equal to or greater than the number 9,000. Hours used for the purpose of producing earnings reported as productively invested income shall not be duplicated as hours of credit to meet the minimum requirements for the degree.
6. Have a record of outstanding leadership abilities and community involvement and have achieved a high school scholastic record of 'C' or better as certified by the principal or superintendent.
7. Submit a written application for the American FFA Degree.

## **ARTICLE VII. Officers and Procedures for Election**

### **Section A. State Officers**

1. The officers of the State Association shall consist of a President, Vice-president, Secretary, Treasurer, Reporter, Sentinel, and Advisor. The State Specialist for agricultural education shall assume the responsibilities of State Advisor. An Executive Secretary/Treasurer may also be named, where necessary, by the State Advisor, subject to the approval of the State Executive Committee. Only members who hold the State FFA Degree and are at least in their final year of high school at the time of running for state office may hold an office in the State Association.
2. The six State FFA Officer candidates, selected by the official nominating committee, will be elected by a majority vote of the delegates present at a regular state convention of the Utah FFA Association.

**Section B. Chapter Officers** - The officers of the local chapter shall consist of a President, Vice-President, Secretary, Treasurer, Reporter, Sentinel, and Advisor. Other officers may be designated if desirable. The local agricultural education teacher shall assume the responsibilities of the local advisor. Officers of the local chapter shall be elected annually at a regular meeting of the local chapter. Only members who hold the Chapter FFA Degree may hold an office in the local chapter. Exceptions to this provision are permitted during the first year of the chapter's existence.

**Section C. National Officers** - Only members who have been elected to the American FFA Degree are eligible to hold national office.

## **ARTICLE VIII. Meetings and Conventions**

**Section A.** The state association is entitled to send two delegates, plus additional delegates based on the individual state association's percentage of national FFA membership, to the national convention.

**Section B.** The State Convention shall be held annually and should be at least 45 days prior to the national convention at a time and place to be decided upon by the State Executive Committee. Each local chapter shall be entitled to send two delegates, from the active membership of the local chapter, to the state convention.

**Section C.** Local chapters shall hold their meetings monthly or more often throughout the calendar year, and at such time and place as may be determined by the Executive Committee of the local chapter.

## **ARTICLE IX. Dues**

**Section A.** The state dues shall be determined by a majority vote of the delegates at the State Convention.

**Section B.** Dues in the local chapters shall be determined by a majority vote of the active members at a regular meeting.

**Section C.** No member shall be considered as active and in good standing unless he pays full local, state and national FFA dues.

## **ARTICLE X. Amendments**

- Section A. Proposed amendments to the State FFA Constitution or State FFA By-laws must be submitted in writing by authorized representatives of the state association or local chapters at any annual Utah FFA Association State Convention. Any such proposed amendments must be received by the State Executive Committee at least 30 days prior to the convention. The State Executive Committee will submit them to the delegates in State Convention with recommendations. An amendment to the State FFA Constitution may be adopted by a two-thirds vote of the official delegates at the state FFA convention.
- Section B. By-laws may be adopted to fit the needs of the state association or any local chapter thereof, providing they are not in conflict with the national constitution or bylaws.

## **ARTICLE XI. Utah FFA Advisory Board**

- Section A. There shall be an advisory board for the Utah FFA Association, which shall be named the Utah FFA Advisory Board
- Section B. The Utah FFA Advisory Board shall be composed of the State FFA Advisor, State FFA Executive Secretary/Treasurer, the State FFA President, the UVATA President, one advisor from each of the areas in the state, and a representative of the Agricultural Systems Technology and Education Department at Utah State University.
- Section C. The teacher board members shall be elected by their respective area teachers of the Utah Vocational Agriculture Teacher's Association at their annual summer conference meetings. The representative of the Agricultural Systems Technology and Education Department at Utah State University will be selected by the Department Head.
- Section D. All terms will be for a two-year period. No area representative may hold two consecutive terms.
- Section E. The Utah FFA Advisory Board shall be entrusted to act on behalf of the State FFA Association on any matter which deals with the procedures and policies of the state association and it's associated contests, awards, activities, and conferences.
- Section F. The Utah FFA Advisory Board shall cooperate with and serve in an advisory capacity to the State FFA Advisor, who shall serve as the Chairperson of the Advisory Board and shall conduct the business of the Board. The Board shall also assist with the administrative direction of the organization, provide fiscal oversight, and interpret the State FFA Constitution and written policy of the State FFA Association.
- Section G. The Advisory Board shall possess the power to approve actions of the State Executive Committee and the delegates of the State Convention.



## **BY-LAWS**

### **ARTICLE I. Meetings of the State Association**

1. Roberts' Rules of Order shall be the official guide in the conducting of all meetings of the association.
2. There shall be at least one meeting of the state association held annually. Other meetings may be held at such other times as may be deemed necessary by the State Executive Committee.

### **ARTICLE II. Duties of the State Officers.**

#### **Section A. The President - It shall be the duty of the President to:**

1. Preside over all meetings of the Utah FFA Association and over all meetings of the State Executive Committee.
2. Issue a call for all regular and special meetings of the Utah FFA Association on such date and at such place as shall be fixed by a majority vote of the State Executive Committee.
3. Call special meetings of the Utah FFA Association or State Executive Committee when requested to do so by a majority vote of the State Executive Committee.
4. Appoint all special committees and may serve as an ex-officio member of these committees.
5. Assume such other duties as are assigned by the State Executive Committee.

#### **Section B. Vice-President - It shall be the duty of the Vice-President to:**

1. Assume all duties of the president in the event that office becomes vacant by resignation or otherwise. The vice-president presides over all meetings in the absence of the president, and shall assume such other duties of the president as are assigned by the State Executive Committee.
2. Take responsibility to organize and publish the State Program of Work.
3. Assume such other duties as are assigned by the State Executive Committee.

#### **Section C. Student Secretary - It shall the duty of the Student Secretary to:**

1. Perform the duties common to such an office, such as keeping an accurate record of the minutes of the Utah FFA Association and also a record of the minutes of the State Executive Committee, one copy of which shall be given to the Executive Secretary/Treasurer for the permanent files and one copy kept for their personal files.
2. Perform such other duties as directed by the Executive Secretary/Treasurer or by the State Executive Committee.
3. Assume such other duties as are assigned by the State Executive Committee.

#### **Section D. Student Treasurer - It shall be the duty of the Student Treasurer to:**

1. Assist in preparing the annual budget of estimated receipts and expenditures.
2. Keep a financial record of the Utah FFA Association's business.
3. Suggest ways and means for financing Utah FFA Association activities.
4. Keep a running account of expenditures and receipts in terms of the approved budget for the year.
5. Work closely with Executive Secretary/Treasurer in preparing an annual report of the financial condition of the Utah FFA Association.
6. Assume such other duties as are assigned by the State Executive Committee.

Section E. Reporter - It shall be the duty of the Reporter to:

1. Gather and classify Utah FFA Association news.
2. Prepare news notes and articles for publication or broadcast.
3. Contact newspapers, provide with a cut or mat of the emblem and supply FFA news.
4. Send news articles to the National FFA Magazine.
5. File clippings and pictures of the Utah FFA Association activities and keep a State scrapbook.
6. Serve as Utah FFA Association Historian. Complete the scrapbook.
7. Supply materials for reports.
8. Assist with planning and arranging exhibits for the Utah FFA Association.
9. Arrange for FFA participation in state and/or local TV programs.
10. Assume such other duties as are assigned by the State Executive Committee.

Section F. Sentinel - It shall be the duty of the Sentinel to:

1. Set up the meeting room and care for the Utah FFA Association paraphernalia and equipment.
2. Attend the door during meetings and welcome visitors.
3. See that the meeting room is kept comfortable.
4. Take charge of candidates for degree ceremonies.
5. Assist with entertainment features and refreshments.
6. Assume such other duties as are assigned by the State Executive Committee.

Section H. Advisor - It shall be the duty of the Advisor to:

1. Serve as a member of the State Executive Committee and ex-officio member of all committees. The State Advisor advises the State Executive Committee and other committees on matters of policy and assists the state officers in conducting the meetings and programs.
2. Review all applications for State FFA Degree and American FFA Degree and prepare a brief of the qualifications of the candidates to be submitted to the Utah FFA Association and the National Board of Directors.
3. Assume such other duties as are assigned by the State Executive Committee.

Section I. Executive Secretary/Treasurer - It shall be the duty of the Executive Secretary/Treasurer to:

1. Keep the official record of the Utah FFA Association.
2. Review all reports obtained from the local chapters and prepare reports that are submitted to the National FFA Organization.
3. Coordinate and implement the activities of the Utah FFA Association membership.
4. Keep the financial records of the Utah FFA Association and submit an annual budget to the Utah FFA Advisory Board.
5. Perform such other duties as directed by the State Specialist for Agricultural Education and/or the Utah FFA Advisory Board.
6. Assume such other duties as are assigned by the State Executive Committee.

Section J. The State Executive Committee of the Utah FFA Association shall consist of the State FFA Officers, State FFA Advisor, and the State FFA Executive Secretary/Treasurer.

### **ARTICLE III. Method of Issuing Charters to Chapters**

Section A. Prospective chapters shall apply to the national organization and state association for a charter. The application shall be signed by the president, secretary, and advisor of the prospective chapter. The State FFA Advisor and/or governing body of the state association shall charter a local chapter when all requirements have been met and the following materials have been received by the state association:

1. An application for a charter.
2. The names of all chapter members and officers.
3. A copy of the proposed local chapter's constitution and by-laws, which must not conflict with the State and National Constitution and By-laws.
4. The chapter Program of Activities.
5. All current state and national FFA dues.

The State Executive Committee of the Utah FFA Association shall have the power to suspend such charters upon receipt of evidence of infringement of the provisions of the State and National Constitutions.

### **ARTICLE IV. Procedure for Choosing Candidates for the State FFA Degree**

Section A. Each chapter may annually submit as many candidates for State FFA Degree as are worthy to be elected to this degree. Selection of candidates will be made based on the candidates meeting the qualifications outlined on the State FFA Degree Application.

Section B. The State Advisor shall determine the eligibility for the State FFA Degree and will inform all candidates as to their status one week in advance of the convention. The State Advisor shall recommend to the Utah FFA Association, once a year, candidates who are eligible for election to the State FFA Degree. Each candidate must receive two-thirds of the vote of the delegates at a regular meeting in order to qualify for the degree.

Section C. The State Advisor shall formulate annually an application template for the State FFA Degree. This application template shall embody all of the questions called for in the State FFA Constitution concerning eligibility for the State FFA Degree.

Section D. Applications for the State FFA Degree shall be forwarded by the local advisor to the State Advisor prior to the deadline established by the State Executive Committee which shall be prior to the annual meeting of the Utah FFA Association.

### **ARTICLE V. Annual Reports**

Section A. Each local secretary shall submit to the State FFA Advisor an annual report listing activities of the chapter. They shall submit the names of the local officers and such other information as shall be required from time to time at the beginning of each school year.

## **ARTICLE VI. Committees**

Section A. The State President of the Utah FFA Association shall annually appoint the three following committees, which serve for one year:

1. Nominating Committee
2. Auditing Committee
3. Program of Work Committee(s)

Other committees may be appointed, as they are needed.

Section B. The Nominating Committee should interview the various candidates for office and shall recommend one candidate for each office: president, vice president, secretary, treasurer, reporter, and sentinel to the delegates.

Section C. The Auditing Committee shall audit the books of the State FFA Executive Treasurer/Secretary and make a report of their findings to the delegates at the annual convention.

Section D. Program of Work Committee(s) shall set up the annual objectives of the organization and suggest ways of attaining them.

Section E. The State Advisor shall be considered an ex-officio member of all committees.

## **ARTICLE VII. Delegates to the National Convention**

Section A. The State President and Vice President shall be the two official delegates of the Utah FFA Association and shall be designated as the chair and vice chair of the state delegation. Additional State FFA Officers will serve as delegates based on the Utah FFA Association's percentage of National FFA membership. National FFA shall inform Utah of the official number of delegates allocated to attend the National Convention as state delegates. In the event these officers cannot act as delegates at the National Convention, the State Advisor shall, in cooperation with the State President, delegate other state officers to act as delegates at the National Convention.

## **ARTICLE VIII Amendments**

Section A. An amendment to the By-laws shall require a majority vote of the official delegates at the State FFA Convention. Amendments to the By-laws must not conflict with the State or National FFA Constitution.